

OTE 81-3514

21 JUL 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]  
Director of Training and Education

SUBJECT: Human Relations and Management Course

REFERENCE: Memorandum to DDA from D/LEO, dated  
15 July 1981, same subject

1. The Human Relations and Management course is currently in its fourth running, 20 - 24 July, of this fiscal year. Over the four runnings, the quality of training in this program has steadily improved. The student comments attached to the referenced memorandum reflect this quality. As mentioned in the course description, this training is in a relatively sensitive area outside the confines of a traditional "management" course. It is somewhat unique in the shared responsibilities of OTE and OEEO to conduct the course, with the OEEO staff providing a substantial portion of the training. The balance, to date, has been provided by [REDACTED] a training firm based in [REDACTED]. Starting in FY-82, this firm will no longer be used and OTE Management and Administrative Training will pick up a larger share of the training.

2. In part, the general high quality of this program can be traced to the efforts of [REDACTED] the course chairman, who has done a very effective job of organizing and modifying the course where appropriate. Also critical has been the input of other OEEO staff members who have contributed training and information in their areas of expertise. As the course enters its second year, without the [REDACTED] support, it is increasingly important that OEEO continue its training investment in the program. Without the unique information that the OEEO staff can supply, the course content would suffer.

3. Finally, it is of some concern that the course has run under-subscribed in each of the four runnings. The quota is for 25 students, and it has run with as few as 17. The Administration Directorate has been a major subscriber so far, with 26 of the 80 students in the four runnings. It is hoped that, as the course gains Agency acceptance, this enrollment problem will diminish.

[REDACTED]